AISM ICT ACCEPTABLE USE POLICY AGREEMENT

Policy Context

Information technologies and resources are essential tools which can be used effectively to support learning and creativity. They also bring opportunities for staff to be more creative and productive in their work. All AISM users should have an entitlement to good, safe access to AISM ICT and the internet. This Acceptable Use Policy is intended to ensure that:

- Staff and are responsible users and stay safe while using AISM information technologies for educational, personal, and recreational use.
- AISM ICT systems and users are protected from deliberate misuse that could put the security of the systems and users at risk.
- Staff are protected from potential risk from the use of ICT in their everyday work and work to ensure that young people in their care are safe users.

Acceptable Use Policy Agreement

I understand that I must use AISM school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems, AISM, students under my supervision, and other users.

Keeping Safe

- I know that the school will monitor my use of the ICT systems, email and other digital communications.
- I will only use an assigned username and password, or my own user names and passwords which I will choose carefully so they can not be guessed easily.
- I will not use any other person's username and password.
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the school or its members.
- I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when it is deemed necessary that I am required by law or by AISM school policy to disclose it to an appropriate person, or authority.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in AISM ICT policy. I will not send AISM personal information by public e-mail as it is not secure.
- Where personal data is transferred outside AISM school network, it must be protected.
- I will not try to bypass the filtering and security systems in place.
- I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement. I will ensure that any such devices are protected by up to date anti-virus software and are free from malware.

Promoting Safe Use by Learners

- I will model safe use of the internet in school.
- I will educate young people on how to use ICT technologies safely according to the school teaching programme.
- I will take immediate action in line with school policy if an issue arises in school that might compromise learner, user, or school safety, or if a child reports any concerns.

Communicating

- I will only communicate with staff, students, parents, and guardians using AISM ICT systems. Any such communication will be professional in tone and manner.
- I will be aware that any such communication could be forwarded by a recipient to third parties.
- I will not use personal email for official AISM communication.

Research and Recreation

- I will not upload, download or access any materials which are illegal (child abuse images, criminally racist material, adult inappropriate content and other contents covered by the (United States Obscene Publications Act) or inappropriate material that may cause harm or distress to others.
- I will not (unless I have permission) make large downloads or uploads that might take up internet capacity.
- I know that all school ICT is primarily intended for educational use, and when using AISM ICT systems for personal or recreational use, to do so appropriately.

Sharing

- I will not access, copy, remove or otherwise alter other user's files without their permission.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I will only take, forward, email, or transfer images, video of pupils and staff where it relates to agreed learning, teaching, AISM social or official activities; always ensuring that I follow school policy where applicable.
- If these are to be published online or in the media, I will ensure that parental, staff, or AISM policy allows this.
- I will not use my personal equipment to record images/video of students for internet publication unless AISM policy allows it.
- I will not keep images and videos of students stored on my personal equipment unless I have permission to do so. If this is the case I will ensure that these images can not be accessed or copied by anyone else, or used for any purpose other than that I have permission.
- Where these images are published (e.g. on the school website) I will ensure it is not possible to identify the people who are featured by name or other personal information.

Problems

- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the ICT staff.
- I will not install or store programmes on AISM computers unless I have permission.
- I will not try to alter computer settings, unless this is allowed in school policies.
- I will not cause damage to AISM ICT equipment.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will ensure that the source of any email with attachment is known and trusted before opening, due to the risk of the attachment containing malware or other harmful programs

I understand that this policy is in place to enable me to use AISM ICT safely and that if I do not follow them I may be subject to disciplinary action. I agree to use AISM ICT by this policy when:

- I use AISM I ICT systems at school or at home.
- I use my own ICT (when allowed) in school
- I use my own ICT out of school to use school sites or for activities relating to my employment by the school.

Staff Name

Signed:

Date: